1. Name and Designation of the Authorised Officer
2. Name and Address of the Shop/Establishment

3. Name of the Employer

4. R.C. Number
5. Nature of business
6. Number of Employees

(i) **A.P. SHOPS AND ESTABLISHMENTS ACT, 1988:**
1. Whether Form-II (RC) displayed or not
2. Whether Registration Certificate renewed or not
3. Labour Welfare Fund paid or not for the year
4. Employment Register in Form-XXII
5. Leave Register in Form-XXV
6. Ack. of Appointment letter in Form XXVI
7. Visit Book
8. Weekly Holidays List in Form-XX IV
9. Whether name board of the shop/Estt. displayed in Telugu or Not :

(ii) **MINIMUM WAGES ACT**
1. Wage register in Form – X
2. Ack. Of Pay slips in Form-XI
3. Abstract of Minimum Wages Act and Rules in Form XII
4. Attendance Register in Form- V

**Signature of the Employer / Representative**

**Signature of the Inspector**
1) Smt. Kadiam. Nageswari, Asst. MGR.
   Pay Asst. Rs. 4,500/- PM.

2) Advocate Nandakumar, A18
   Pay Asst. Rs. 6,500/- PM.
   Working time: 5 minutes.
   8:30 AM - 7:30 PM.
   WT: Sunday.

3) Smt. Ch. V. Kumar, A13
   Pay Asst. Rs. 6,500/- PM.
   Working time: 6 minutes.
   9:00 AM - 6 PM.

4) B. Ramadevi, Pay Asst.
5) D. Ratnakar, Pay Asst.
6) S.K. Rajasekhar, Pay Asst.

Ch. V. Kumar.

Date: 28th Nov, 2019

[Signature]